

**Paper Reference 31761H
Pearson BTEC Level 3
Nationals Certificate, Extended
Certificate, Foundation Diploma, Diploma,
Extended Diploma**

**INFORMATION TECHNOLOGY
UNIT 2: CREATING SYSTEMS TO
MANAGE INFORMATION**

(PART A)

**Thursday 16 January 2020 – Afternoon
Time: 3 hours (plus your additional time
allowance)**

INSTRUCTIONS FOR LEARNERS

Y64261A



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INSTRUCTIONS FOR LEARNERS

Read the set task information carefully.

Plan your time carefully to allow for the preparation and completion of all the activities.

Internet access is NOT allowed.

You will complete this set task under supervision and your work will be kept securely at all times.

You must work independently throughout the examination and must not share your work with other learners.

Your invigilator may clarify the wording that appears in this task but cannot provide any guidance in completion of the task.

Part B materials MUST NOT be accessed during the completion of Part A.

OUTCOMES FOR SUBMISSION

You must create a folder to submit your work.

The folder should be named according to the following naming convention:

**[Centre #]_[Registration number #]_
[surname]_[first letter of first name]_
PartA**

Example: Joshua Smith with registration number F180542 at centre 12345 would have a folder titled

12345_F180542_Smith_J_PartA

continued on the next page . . .

You will need to submit 6 PDF documents and your final database within this folder.

The 6 PDF documents should use these file names:

ACTIVITY 1:

activity1_[Registration number #]_[surname]_[first letter of first name]

ACTIVITY 2:

activity2_[Registration number #]_[surname]_[first letter of first name]

ACTIVITY 3:

activity3_[Registration number #]_[surname]_[first letter of first name]

ACTIVITY 3d:

activity3d_[Registration number #]_[surname]_[first letter of first name]

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ACTIVITY 4:

activity4_[Registration number #]_[surname]_[first letter of first name]

ACTIVITY 5:

activity5_[Registration number #]_[surname]_[first letter of first name]

You must complete an authentication sheet before you hand your work into your invigilator.
